

CITY OF BRIGHTON
CITY COUNCIL MEETING
CITY HALL
November 19, 2015

Regular Blue Sky: 7:00 p.m.: Review of Agenda Items for this evening's meeting

REGULAR SESSION - 7:30 P.M.

1. Call to order
2. Pledge of Allegiance
3. Roll Call
4. Consider approval of the Agenda
5. Approval of minutes: Regular Meeting of November 5, 2015 & Biennial Election Meeting of November 9, 2015
6. Call to the Public

Consent Agenda

7. Consider approval of a Police Special Response Mutual Aid Agreement between the City of Brighton, Green Oak Township and Hamburg Township as recommended by staff
8. Receive the Quarterly Investment Report from the Finance Director and Treasurer
9. Consider approval of property tax collection agreement for the 2016 Brighton Area Schools property taxes as recommended by staff
10. Consider approval of a contract extension for the annual external audit with Plante-Moran as recommended by staff
11. Consider approval of an intergovernmental agreement to rejoin SEMCOG as recommended by staff
12. Consider approval of recommendations from the Officers Compensation Commission

Policy Development & Customer Communications' action items

13. Consider discussion regarding the outcomes of the Nov. 11th SELCRA-related intergovernmental meeting and identify related legal advice questions for the City Attorneys to answer for City Council at the 12/03/15 City Council Meeting
14. Consider site plan amendment approval for Northridge Woods
15. Consider site plan amendment approval for Northridge Ponds
16. Receive updated 6-year financial forecasts for the General Fund and DDA Fund & related presentation from the Finance Director & City Manager
17. Consider setting dates & times for a Special City Council Meeting date to review resumes of potential candidates as well as for the conduct of an open house and interviews of finalist candidates for the City Manager search process

Other Business

18. Information for City Customers including reports on responses to Citizens Inquiries to City Council received since the last Council Meeting
19. Receive updates from Council Member Liaisons to other Boards and Commissions
20. Call to the Public
21. Adjournment

MINUTES OF THE MEETING OF THE CITY COUNCIL OF BRIGHTON
HELD ON NOVEMBER 5, 2015 AT THE BRIGHTON CITY HALL
200 N. 1ST STREET, BRIGHTON, MICHIGAN

BLUE SKY SESSION

The Council conducted a Blue Sky Session at 7:00 p.m. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bandkau, Tobbe, Willis, Bohn and Gardner. The Council reviewed the agenda items.

REGULAR SESSION

Mayor Muzzin called the regular meeting to order at 7:31 p.m. Following the Pledge of Allegiance, the roll was called. Present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bandkau, Bohn, Tobbe, Willis and Gardner. Also in attendance were Attorney Paul Burns, Engineer Gary Markstrom and Staff members Dana Foster, Diana Lowe, Patty Thomas, Matt Modrack, Colleen Barton, Tim Krugh and Tom Wightman and an audience of 7. Press and media included Tom Tolen from WHMI and Noe Hernandez from the Press & Argus.

AGENDA APPROVAL

It was moved by Councilmember Bandkau seconded by Willis to approve the agenda with the following changes: Add item #9a, SAW Grant and item #9b, MTT Settlements. Motion passed 7-0.

MINUTE APPROVAL

It was moved by Mayor Pro-Tem Pipoly, seconded by Gardner to approve the Regular Meeting minutes of October 15, 2015 as presented. Motion passed 6-0-1, with Councilmember Willis abstaining.

CALL TO THE PUBLIC

Mayor Muzzin opened the Call to the Public at 7:33 p.m. The following comments were heard:

Evan Nelson stated the crosswalk near the new CSX parking lot should be lite on Main Street.

Jim Fowkes, 130 N. 3rd Street, thanked City Council for the improvements at the new CSX parking lot on Main Street.

Renee Pettengill congratulated the City Councilmember that were reelected. She expressed her thanks for the improvements at the new CSX parking lot. She thanked all of the Imagination Station Work Day volunteers.

City Manager, Dana Foster stated he will continue to be a volunteer for the Imagination Station Work Days. He recognized Renee Pettengill for the work she does with the Imagination Station.

Pat Cole disagreed with the approval of the October 15, 2015 minutes, stating Councilmember Tobbe was absent for part of the meeting.

Hearing no further comment, the Call to the Public was closed at 7:47 p.m.

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DDA/Community Development Director, Matt Modrack discussed the crosswalk on Main Street near the new CSX parking lot and stated he would be happy to revisit the lack of lighting.

Councilmember Gardner stated Staff, Mayor Muzzin and the DDA carried out the CSX parking lot improvements.

Mayor Muzzin stated we are representatives for the citizens and things are accomplished when they are brought to our attention.

City Manager, Dana Foster introduced Kathleen Kline-Hudson, Director of the Livingston County Planning Department.

Kathleen Kline-Hudson stated she has worked for the Livingston County Planning for 25 years and has two staff members.

CONSENT AGENDA

It was moved by Mayor Pro-Tem Pipoly, seconded by Tobbe to approve the Consent Agenda as presented. The following items were approved.

1. Approved Resolution 15-15, Charitable Gaming License for the AOD Elite Team Dance Boosters.
2. Approved Resolution 15-16, Support for the DDA to re-apply for the MEDC Michigan Main Street Program.
3. Appointed Colleen Jorgenson to the Board of Review and Larry Schillinger as an Alternate to the Board of Review.
4. Authorized the City Manager to execute the SAW Grant Contract between the DEQ and the City of Brighton.
5. Approved the Michigan Tax Tribunal settlements with TCF National Bank and Brighton Day Care LLC.

Motion passed 7-0.

TEMPORARY LAND USE FOR CHRISTMAS TREE SALES

Mayor Muzzin opened the Public Hearing for a Temporary Land Use permit for Christmas Tree Sales at St. Patrick's Church at 711 Rickett Road at 7:59 p.m.

Hearing no comment, the Public Hearing was closed.

It was moved by Mayor Pro-Tem Pipoly, seconded by Bandkau to approve the Temporary Land Use permit for Christmas Tree Sales at St. Patrick's Church at 711 Rickett Road. Motion passed 7-0.

SELCRA

Councilmember Gardner stated the November 11, 2015 SELCRA Intergovernmental meeting is for informational purposes and no motions or decisions will be made that night.

The Council discussed the November 11, 2015 SELCRA Intergovernmental meeting agenda and Derek Smith's October 23rd memo.

CITY CUSTOMER INFORMATION

Dana Foster suggested broadcasting the Biennial meeting next Monday. He discussed an agenda request regarding the Brighton Theater concept.

Mayor Muzzin suggested the requestor attend the December 15th DDA Board meeting when the theater will be discussed.

DDA/Community Development Director, Matt Modrack stated a financial analysis would be needed for the next step for the proposed theater.

Councilmember Bohn discussed the street light outages on Northern Ridge Drive.

City Manager, Dana Foster stated Patty Thomas has been dealing with DTE regarding street light outages.

Mayor Muzzin gave a DDA update. He read an Arbor Day Proclamation.

CALL TO THE PUBLIC

Mayor Muzzin gave a Call to the Public at 8:39 p.m. The following comment was heard:

Pat Cole stated City Attorney, Paul Burns was not allowed to speak regarding Councilmember Tobbe absence for a half an hour at the October 15, 2015 meeting.

City Attorney, Paul Burns stated the minutes are not intended to be a transcript and are an accurate reflection of the meeting.

Hearing no further comment, the Call to the Public was closed at 8:42 p.m.

ADJOURNMENT

It was moved by Councilmember Bohn, seconded by Pipoly to adjourn the meeting at 8:45 p.m. Motion passed 7-0.

**MINUTES OF THE SPECIAL/BIENNIAL ELECTION MEETING OF THE CITY COUNCIL OF
BRIGHTON HELD NOVEMBER 9, 2015, AT THE BRIGHTON CITY HALL, 200 N 1ST
STREET, BRIGHTON, MICHIGAN.**

SPECIAL ELECTION MEETING

Mayor Muzzin called the Special Session to order at 8:00 p.m. Following the Pledge of Allegiance, the roll was called, present were Mayor Muzzin, Mayor Pro-Tem Pipoly, Councilmembers Bohn, Willis, Gardner and Tobbe. Also in attendance were Attorney Paul Burns and Brad Maynes, Staff Members: Dana Foster, Kelly Hanna, Dave Blackmar, Jennifer Burke, Matt Modrack, Tim Krugh, Tom Wightman and Diana Lowe and an audience of 6. Press and Media consisted of Tom Tolen from WHMI and Noe Hernandez of the Press & Argus.

It was moved by Councilmember Pipoly, seconded by Tobbe to excuse Councilmember Bandkau from the evening's meeting.

STATE OF THE CITY

Mayor Muzzin gave the State of the City address (following).

CALL TO THE PUBLIC

Mayor Muzzin gave a call to the public at 8:17 p.m. Hearing no comment, the Call to the Public was closed.

ADJOURNMENT

It was moved by Councilmember Tobbe, seconded by Willis to adjourn the Special meeting at 8:11 p.m. Motion passed 6-0-1.

BIENNIAL MEETING

CALL TO ORDER

Manager Foster assumed the Chair to act as Temporary Chairperson for the Biennial Election Meeting until the election of the Mayor. Manager Foster called the meeting to order at 8:12 p.m.

The roll was called present were Councilmembers Pipoly, Tobbe and Councilmembers Elect Bohn, Muzzin, Gardner and Willis

OATHS OF OFFICE

City Clerk, Diana Lowe, administered the Oath of Office to the newly elected Councilmembers: James Muzzin, James Bohn, Shanda Willis and Susan Gardner.

NOMINATION FOR MAYOR

Manager Foster asked for nominations for Mayor. Councilmember Pipoly nominated Muzzin for Mayor.

There being no further nominations, ballots were distributed, voted and read aloud with the following results:

Councilmembers Willis, Pipoly, Muzzin, Tobbe, Gardner and Bohn voted for Muzzin for Mayor. Councilmember Muzzin was declared Mayor. City Clerk, Diana Lowe administered the Oath of Office to Mayor Muzzin.

NOMINATIONS FOR MAYOR PRO-TEM

Mayor Muzzin assumed the Chair and asked for nominations for Mayor Pro-Tem. Councilmember Bohn nominated Pipoly for Mayor Pro-Tem.

There being no further nominations, ballots were distributed, voted and read aloud with the following results:

Councilmembers Willis, Pipoly, Muzzin, Tobbe, Gardner and Bohn voted for Pipoly for Mayor Pro-Tem. Councilmember Pipoly was declared Mayor Pro-Tem. City Clerk, Diana Lowe administered the Oath of Office to Mayor Pro-Tem Pipoly.

OTHER BUSINESS

City Manager, Dana Foster thanked Mayor Muzzin for the State of the City Address and the recognition of Staff.

ADJOURNMENT

There being no further business, it was moved by Councilmember Gardner, seconded by Willis to adjourn the meeting at 8:31 p.m.

Diana Lowe, City Clerk

James Muzzin, Mayor

State of the City address for 11/9/2015

Good evening citizens of Brighton, Michigan. Thank you for being here or turning in at home on our Cable TV station. It is my honor and privilege as the current Mayor of this City per the City Charter at this time to deliver the Biennial State of the City address.

First, I want to thank all of my fellow City Council Members for entrusting me two years ago with serving as Mayor of our City.

It is my view that for our form of government, which is the Council-Manager form of government, the Mayor's role is to serve as the City Council's elected leader and also to serve as a facilitator of the City Council as a policy-making and governing body of our city. Policy-Making is a deliberative process which is very dependent upon consensus building amongst and within our City Council.

With those thoughts in mind. Two years ago, I stated that "I am happy and confident to report to you the state of our City is very bright." It was a bold statement then but I made it and I stood behind it then and stand behind it now. I will give some examples why I feel that way still today.

Here are some highlights of what I view as important accomplishments and indicators of progress of our City during the past 2 years by a combination of Community volunteers, City employees and City Council. These are not ranked in any particular order.

Where would we be without Volunteers? Volunteers who contribute their individual efforts and time throughout the year on such things or with such groups as, the Imagination Station, the Historic Village, The Veterans Memorial group, the Brighton Garden Club, our City of Brighton Arts, Culture and History Center known as CoBACH, the Livingston Players, the Art Guild and

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many more. Projects such as

Completion of the 2nd biennial re-sealing of the wood in the imagination station per our official City Council plus DEQ approved Due Care Plan for the playground. This resealing was done by a group of 50 plus volunteers supported by City DPW Workers, this effort saved City of Brighton taxpayers in excess of \$10,000 by not having to pay an outside contractor. Again this effort has been led by Renee Pettengill, thank you Renee.

- Brighton Historical Society continues to clean up the old Historic Village Cemetery. City Council just this past Budget cycle allocated/contributed to the Brighton Area Historical Society to assist with its great ongoing restoration of historical grave monument markers in our historical village cemetery, almost 100 monuments have been restored or upright.
- Greater Brighton Area of Commerce continues its efforts with 25 plus Civic events in our Community.
- City council also restored the budget allocation for the Brighton Senior Citizens Center during each of the past 2 fiscal years after it had been cut as part of several unfortunate budget cuts we had to make due to the 2008 economic crash.

When we talk about service to our community we cannot forget the many members of our various City Boards and Commissions who spend hours in meetings and in prep time for these meetings. Thank you for you dedication to continue to improve the City.

Now I would like to take a minute to talk about our City Departments.

The Downtown Development Authority has continued its efforts in securing parking for our downtown area, for example the CSX West parking lot, which has added 50 plus spots, the old Chamber lot has been

improved and added some additional parking spots, the DDA also purchased the old Diary Mart and raised the building and will be adding additional parking there also. Much of this was accomplished with a new ordinance which was a goal of a previous council a few years ago, that worked its way through Planning Commission and City Council for transitional, temporary and overflow parking. So in total the nearly 250 new off-street parking spots have been added. The PSD has a new SAD formulation to provide renewed funding for the proactive marketing of our Downtown.

Finance and Assessing. 2 more unmodified, formally unqualified, opinions from our City Auditors, which makes something like 28 in a row, but who's counting? congratulations to Kelly and her staff. 2 more GFOA Distinguished Budget Awards and 2 more GFOA Financial report Awards. These awards or other like it in other department are not taken for granted and are much noticed by City Council. The staff do not pursue these type of awards for the sake of obtaining awards. Instead, these award related programs have enabled the departments to identify what needs to be improved and to then go implement those recommended improvements. The City of Brighton has achieved the second highest bond rating that a city government of Brighton's size can achieve.

Police, under the leadership of Chief Wightman the police department continues to be a model department that is looked up within the area. Within the last two years we have hired the first policewoman, Kristi Pace in many years and our first police dog, officer Danko. A Dutch Shepard, who's handler is Officer Jim Meldrum. Danko graduated at noon on a Friday and before the day was over he "collared" his first perp. When a drunk driver fled the scene of a crime and MSP called for assistance and Danko went to work tracking and locating the suspect. Police officer of the year for 2014 was James Meldrum and in 2015 Don Bishop. Over the last two decades our Police Department has maintained a conviction rate in

excess of 95%. On a sad note we lost Doug Roberts a long time reserve officer, he will be missed especially during our civic events which he truly enjoyed working.

The police department now has nearly 1,400 subscribers of Nixle and still growing, this is an alert system that the Police Department can alert a subscriber of different information from traffic jams, missing persons, including severe weather alerts or suspected criminals in the area.

Community Development and DDA, these two departments has probably been hit the hardest with the retirement of Laurie French and the departure of Planning Director but this has given us an opportunity to contract with the County for some additional intragovernment agreements. We received two MDOT Category A grants for funding both Brighton Interior Drive which is the public road leading into TG Fluids and also for an improved traffic signal at Orndorf and Grand River, which is part of the expansion of Eberspaecher.

Some economic developments that have been approved, started building or have opened within the last two years:

- Expansion of Eberspaecher which is more than doubling its size
- The move of TG Fluids to a larger facility, staying within the City and re-using a manufacturing facility that sat idle for years.
- The addition of SkyZone, this is a re-use of a retail store front that has been vacant for a while.
- Hampton Inn has started to build a new hotel on a previous vacant parcel of property.
- The redevelopment of the former Davis Office Center site to the new Brighton Commercial Development. Located at the intersection of Grand River and Best Buy Drive, which will be bringing some national chain restaurants, Panda Express and Chipotle

- Downtown continues to thrive with little to no vacancies, and when they do go vacant they don't seem to stay vacant long and we get new business such as Yogurtopia which our Community Development Staff was able to obtain a unique Façade Improvement Grant to assist with their redevelopment., Fitwall, Tribute Salon to name a few

DPS and Utilities: The Utilities Department received a SAW Grant from the DEQ for \$500,000, which will allow us to do such things as inventory of fixed assets, mapping and video taping of and surveying water and sewer lines and much much more. They also received a 50 year community Fluoridation award. We continue to be a Tree USA city. The past two years have been extremely hard for all Michigan communities including our City. Our DPW Crews and our Water and Sewer Utilities Crews and Workers have simply done outstanding yoemans' work with keeping up with our service needs during very difficult circumstances--- especially considering that our City's overall workforce is 15% lower than it was before we had to downsize the organization by not backfilling positions after retirements or resignations due to the declining revenues caused by the 2008 economic crash. Public Works department is one of approximately 100 public works department in North America to achieve the American Public Works Association Accreditation.

City Clerk, human Resources and Labor Relations. These are very important departments that probably don't get the recognition of some of the other areas because they are behind the scenes. But they are very important for example the State changed the Freedom of information Act rules and the Clerks department was on top of it and had amendments to our ordinance in front of Council to discuss and approve. They are continually challenged with the continuing changes in Health Care, whether it's the Affordable Health Care Act or trying to hold down cost to both the city and the employees. They will also be heavily involved in negotiating new contracts with 3 or our 4 unions this upcoming year.

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And to all 50 plus of the city's employees a special thank you for your continued hard work. And we cannot forget our customers, the citizens of the City of Brighton, the Business of the City of Brighton and the guest that choose to come to Brighton to shop, eat or visit. Thank you.

Even though the next group isn't exactly a department of the City, there are technically consultants they certainly function as a department. Our City Attorney Paul Burns and assistant City attorney Brad Maynes and our City Labor Attorney Dennis Gabrian. Our City Engineer Gary Markstrom. And other contractors we use throughout the year. I would like thank all of you and your organizations for your continued support of the City.

And I haven't forgotten the Manager's office, Manager Foster has continued to serve this community with his whole heart and soul. One of the biggest challenge that this new council that will be sworn in in just a few minutes will be hiring a replacement of the city manager Dana Foster. Dana has decided to move on from the City, I wish you the best of luck in the future. I think it is a testament of the City of Brighton and manager foster that he has chosen to keep his home and family here in Brighton. This will also give us all a chance to run into Dana and his family at either a local establishment or one of our civic events. Thank you Dana for your 24 plus years of service to this great City we all call home Brighton.

I would also like to thank the citizens of the city of Brighton whom elect us to represent them, I know I don't and I don't think anyone of us sitting here today take the election process for grant. So thank you citizens of Brighton for your continue support to entrust this council with the decision making power that we have. We always welcome your input, whether through attending a meeting, completing our bi-annual survey, or a citizens' inquiry form on our website. Speaking of websites, if you haven't been to the city's

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website in a while please visit it soon at www.brightoncity.org you'll find more information about some of the things I have spoken about this evening and continue to watch for updates all the time.

And to wrap this up, I feel that we have certainly held our own during the time since the downturn in the economy over that last several years. The current staff and current City Council continue to look for ways to reduce cost and increase revenue.

A special thank you to the families of my fellow council members, of all the city staff, and of the volunteers for their understanding while us councilmembers, staff members and volunteers are away from them do their part in keeping this city running.

Finally, to my fellow council members, I want to thank you for entrusting me to serve as your Mayor for the last two years. I feel honored and privileged to serve this community that I call home. I love this community and am very lucky to be able to live, work and play right here in Brighton.

Respectfully Submitted,
James Muzzin, Mayor and Council Member

MEMORANDUM

To: Dana Foster, City Manager

From: Kelly Hanna, Finance Director



Date: October 28, 2015

Subject: The City's Quarterly Investment Report as of September 30, 2015

Attached you will find the City's Quarterly Investment Report as of September 30, 2015.

In comparison to the quarter ended June 30, 2015, the City's total investment/bank balance has increased by \$3,640,189 or 86% to \$7,849,124, which is generally indicative of the fact that the majority of the City's tax revenue levied is collected in the first quarter of the fiscal year, while expenditures are relatively more constant throughout the year. In comparison to the same quarter a year ago, i.e., the quarter ended September 30, 2014, the City's total investment/bank balance has increased by \$111,341 or 1%. This is reflective of a higher fund balance than the previous year.

In comparison to the quarter ended June 30, 2015, the City's average rate of return on investments increased from 0.62% to 0.65%. The increase is reflective of an increase in interest rates for money market accounts and CD purchases for the fiscal year. The City continues to earn more than the benchmark 3-month Treasury Bill Rate and Fed Funds Rate.

Since June 30, 2015, the City's investment in FDIC insured CD's increased by \$1,252,088. The City's deposits/investments with Flagstar Bank totaled approximately \$2,537,279 or approximately 32% of the City's overall portfolio.

Attached you will find a quarterly investment report per the Adopted Investment Policy (also attached). We continue to work within the primary objectives of the City's Investment Policy, which, in priority order, are; safety, liquidity and return on investment.

Let me know if you have any questions.

POLICY REPORT NO. BPD 15-03
INTERLOCAL AGREEMENT WITH HAMBURG & GREEN OAK TOWNSHIPS
November 19, 2015

Prepared by:

Thomas Wightman
Chief of Police

Reviewed by:

Dana W. Foster
City Manager

BACKGROUND:

In October 2012 the City of Brighton and Hamburg Township entered into an interlocal agreement to operate a joint police Special Response Team (SRT). This unit is trained to respond to high-risk situations involving the potential for extreme danger. In particular, this unit is trained to conduct entry into locations with known or potential armed assailants, to apprehend persons who pose a serious threat of injury to themselves or others, and to conduct tactical entry into search warrant locations. Members of this unit participate in regular specialized training with an emphasis on team operations while practicing weapons techniques, entry and movement procedures, and live-fire exercises. This unit has conducted operations in the City of Brighton & Hamburg Township as well as in neighboring communities when requested to provide assistance to other agencies.

ISSUE:

During the past year the Green Oak Police Department has assigned several officers to train with the Brighton/Hamburg SRT because Green Oak does not currently have its own SRT unit. This project has worked well and the members of all three departments are now trained to operate as a combined team under the operational leadership of the Brighton & Hamburg Deputy Chiefs. The existing interlocal agreement between Brighton & Hamburg requires that a new agreement be executed if another agency is to be formally added to the Special Response Team.

BUDGET IMPACT:

The operation of the SRT unit under an interlocal agreement will not directly impact the City's budget; however, the shared service approach will continue to improve the efficiency and quality of the service provided.

COUNCIL ACTION:

If approved by City Council, the Mayor, City Manager, and the Chief of Police should sign the agreement on behalf of the City.

STAFF RECOMMENDATION:

The Police Department recommends approval of the request.

ATTACHMENTS:

Proposed Interlocal agreement between City of Brighton, Hamburg Charter Township, and Green Oak Charter Township for the mutual operation of a Special Response Team.

POLICE SPECIAL RESPONSE MUTUAL AID AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2015 by and between the City of Brighton (“Brighton”), Hamburg Charter Township (“Hamburg”), and Green Oak Charter Township (“Green Oak”).

WITNESSETH

WHEREAS, two or more governmental entities may, pursuant to the provisions of 1967 PA 236, being MCL 123.811 et seq., enter into an agreement to provide mutual police assistance and services to one another; and

WHEREAS, certain situations may exist in the nature of public nuisances, public disturbances, or in cooperative law enforcement activities whereby police special response mutual aid may be necessary or appropriate; and

WHEREAS, Brighton, Hamburg, and Green Oak are desirous of establishing police special response mutual aid by combining Police Department personnel, training and resources; and

WHEREAS, each governmental entity, by their respective governing bodies, is willing to provide police special response mutual aid and assistance to each other subject to the powers, duties, responsibilities and legal liabilities established by this Agreement.

NOW THEREFORE, for and in consideration of the mutual interest, obligations and covenants contained herein Brighton, Hamburg, and Green Oak agree as follows:

1. DEFINITIONS

- A. Governmental Unit. Individually and collectively, refers to Brighton, Hamburg, and Green Oak.
- B. Special Response Officers. Trained police tactical officers of Brighton, Hamburg, or Green Oak used during high-risk situations.
- C. Chief of Police. The Chiefs of Police of Brighton, Hamburg, and Green Oak.
- D. Commanding Officer of the Requesting Governmental Unit. The highest-ranking Special Response Officer in the Governmental Unit having an Emergency who is on duty, or his/her designee, who has responsibility for directing his/her department at the time of an Emergency.
- E. Commanding Officer of the Responding Governmental Unit. The highest-ranking Special Response Officer in the Governmental Unit responding to an Emergency who is on duty, or his/her designee, who has responsibility for directing his/her department at the time of an Emergency.
- F. Incident Commander. The Special Response Officer as designated by the Chief of Police of the Requesting Governmental Unit, or his/her designee, with the responsibility to direct all Special Response Officers at the scene at the time of an Emergency.

- G. Emergency. A combination of circumstances and/or high-risk situations requiring immediate action which require specially trained police tactical officers and/or specialized tools and tactics which are not generally available to the ordinary police officer and which are not available to the Requesting Governmental Unit at the time of the Emergency.
- H. Requesting Governmental Unit. The Governmental Unit in which an Emergency exists and who requests special response police aid pursuant to this Agreement.
- I. Responding Governmental Unit. The Governmental Unit which sends special response personnel and/or equipment to the Requesting Governmental Unit pursuant to this Agreement.

2. PROCEDURES

- A. Personnel. Special Response Officers shall be full-time sworn police officers from the Brighton Police Department, the Hamburg Charter Township Police Department, and the Green Oak Charter Township Police Department. Determination of eligibility for Special Response Officer status shall be done in accordance with the policies outlined by the respective Police Departments of Brighton, Hamburg, and Green Oak and approved by their respective Chiefs of Police.
- B. Compensation. All personnel costs for Special Response Officers shall be paid for by the governmental entity supplying such personnel. Each Governmental Unit in this Agreement shall continue to provide the same salaries, workers' compensation, retirement and all other fringe benefits to its officers while engaged in any training, deployment or other special response activity as those officers would receive while on duty in their own Governmental Unit. Neither Governmental Unit shall seek payment nor any other forms of reimbursement from the other Governmental Unit for services provided by its police officers while acting as Special Response Officers.
- C. Training. Brighton, Hamburg, and Green Oak will establish a mutually agreed upon routine training schedule, along with the training subject matter and standards. At minimum, this training will include attendance at tactical response training school for all Special Response Officers, and ongoing training as mutually agreed upon by Brighton, Hamburg, and Green Oak. Each party to this Agreement agrees to make a reasonable effort to ensure that all of its respective Special Response Officers are relieved from their regularly-assigned duties to attend training sessions. It is the responsibility of each Governmental Unit to pay for any and all costs associated with routine training or specialized/additional training for their own police officers.
- D. Equipment. It is the responsibility of each Governmental Unit, through their respective police departments, to provide their own Special Response Officers with all the necessary uniforms, weapons, equipment and accessories. Costs of equipment and supplies used while giving assistance will be borne by the Governmental Unit owning the equipment and supplies.
- E. Declaring an Emergency. The Chief of Police, or his/her designee, shall be responsible for determining and declaring that an Emergency exists in his/her Governmental Unit.

- F. Request for Assistance. Upon determining and declaring that an Emergency exists, the Chief of Police of the Requesting Governmental Unit, or his/her designee, shall make a request for aid to the Chief of Police of the Responding Governmental Unit, or his/her designee.
- G. Response to Request. The Chief of Police of the Responding Governmental Unit, or his/her designee, shall make available to the Incident Commander such Special Response Officers and equipment as is available to meet the needs of the Emergency. The Chief of Police of the Responding Governmental Unit, or his/her designee, may decline the request for aid if personnel or equipment is not available at the time of the request. None of the parties to this Agreement shall be liable for a failure to respond to a request for assistance for any reason.
- H. Direction at Scene. Due to the serious and high-risk nature of special response operations, all Special Response Officers and their equipment, regardless of their police agency, shall report to and be under the control and direction of the Incident Commander upon arriving at the scene of the Emergency.
- I. Withdrawal of Personnel and Equipment. The personnel and equipment of a Responding Governmental Unit may be withdrawn at any time in the discretion of the Chief of Police of the Responding Governmental Unit, or his/her designee. The Responding Governmental Unit shall not have any obligation to keep its personnel or equipment in the Requesting Governmental Unit for a longer period of time than is deemed necessary by the Chief of Police of the Responding Governmental Unit, or his/her designee. A Responding Governmental Unit shall not be liable to a Requesting Governmental Unit for leaving the scene of an Emergency in order to answer a call for service in the Responding Governmental Unit.

3. LIABILITY

- A. Liability to Third Parties of Requesting Governmental Unit. All liability to third parties caused by, or arising out of, the actions or failure to act on the part of the Requesting Governmental Unit, anyone directly or indirectly employed by the Requesting Governmental Unit, including, but not limited to, acts or omissions of personnel of the Responding Governmental Unit which are specifically directed or ordered by the Incident Commander shall be the responsibility of the Requesting Governmental Unit, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Requesting Governmental Unit or its employees as provided by statute, common law or court decisions.
- B. Liability to Third Parties of Responding Governmental Unit. All liability to third parties caused by, or arising out of, the actions or failure to act on the part of the Responding Governmental Unit, anyone directly or indirectly employed by the Responding Governmental Unit, with the exception of acts or omissions of personnel of the Responding Governmental Unit which are specifically directed or ordered by the Incident Commander, shall be the responsibility of the Responding Governmental Unit, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Responding Governmental Unit or its employees as provided by statute, common law or court decisions.

- C. Liability in Joint Training Programs. It is the intent of this Agreement that each participating Governmental Unit shall bear the sole responsibility for the acts or omissions of its personnel during joint training programs.
 - D. Governmental Immunity. The parties to this Agreement, by entering into this Agreement, have not waived their governmental immunity nor any defense available to them to their officers or employees by statute, common law or court decisions.
4. **ASSET FORFEITURE**. The parties to this Agreement acknowledge that the participation of Special Response Officers in controlled substance investigations pursuant to this Agreement may make the Governmental Unit(s) eligible to receive monies through the forfeiture of seized property under various state and federal statutes. In the event that funds pursuant to these investigations are received, the money shall be distributed to Brighton, Hamburg, and Green Oak as follows:
- A. For all investigations whereby Brighton is the Requesting Governmental Unit, Brighton shall receive 80% of the forfeited assets, and Hamburg and Green Oak shall each receive 10% of the forfeited assets.
 - B. For all investigations whereby Hamburg is the Requesting Governmental Unit, Hamburg shall receive 80% of the forfeited assets, and Brighton and Green Oak shall each receive 10% of the forfeited assets.
 - C. For all investigations whereby Green Oak is the Requesting Governmental Unit, Green Oak shall receive 80% of the forfeited assets, and Brighton and Hamburg shall each receive 10% of the forfeited assets.
 - D. For all investigations originating from any other agency other than Brighton, Hamburg, or Green Oak, the forfeited assets received shall be equally distributed between Brighton, Hamburg, and Green Oak.
5. **JURISDICTION**. Consistent with MCL 764.2a, et seq., Special Response Officers, when working in furtherance of the purposes and activities of this Agreement within the geographical boundaries of the other participating Governmental Unit, shall have the same authority and powers of a peace officer as is conferred upon them in their own jurisdiction.
6. **FEDERAL OR STATE REIMBURSEMENT FOR EMERGENCY WORKS FUNDS**. The Requesting Governmental Unit in an Emergency, when making application for federal or state funds for reimbursement of the cost of the Emergency operations, shall apply for such funds for the Responding Governmental Units. Each Governmental Unit will maintain appropriate records to support such applications.
7. **NONDISCRIMINATION**. The Governmental Units who are parties to this Agreement, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, handicap, height, weight, marital

status, political affiliations or beliefs. Breach of this section shall be regarded as a material breach of this Agreement.

- 8. MODIFICATION.** Modifications, amendments or waivers of any provision of this Agreement shall be made only by the written mutual consent of all Governmental Units who are parties to this Agreement.
- 9. ADDITION OF OTHER MUNICIPALITIES.** This Agreement is by and between Brighton, Hamburg, and Green Oak exclusively. The addition of any other municipality to this Agreement is a material modification to this Agreement and shall only be accomplished through the execution of a new Agreement, approved by the governing bodies of all parties to the proposed new Agreement.
- 10. TITLES.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.
- 11. COMPLETENESS OF AGREEMENT.** This Agreement contains all the terms and conditions agreed upon by the Governmental Units who are parties hereto, and no other Agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind either of the parties hereto.
- 12. INVALID PROVISIONS.** If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date that upon which the provision was declared invalid.
- 13. AGREEMENT TERM AND WITHDRAWAL FROM AGREEMENT.** This Agreement shall commence on the date it is fully signed by the authorized representatives of the Governmental Units who are parties thereto. The date of commencement is stated on page 1 in the introductory paragraph. It is expressly understood and agreed that this Agreement shall remain in effect until terminated by either of the Governmental Units upon (30) days prior written notice to the other Governmental Unit.
- 14. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.** The persons signing this Agreement on behalf of the Governmental Units who are parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

CITY OF BRIGHTON

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

HAMBURG CHARTER TOWNSHIP

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

GREEN OAK CHARTER TOWNSHIP

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

BY: _____
(signature)

Name: _____
(print or type)

Title: _____
(print of type)

Date: _____

MEMO

To: City Council
From: Laura Hoshaw, Treasurer 
Subject: Quarterly Investment Report
Date: October 20, 2015

The City of Brighton currently has 9 certificates of deposits purchased this quarter with various Michigan banks with a 12-month maturity or less. We will continue to review keeping our funds liquid vs. the lower rate of return from pooled money market accounts as we continue searching for higher yielding money market accounts and certificates of deposit.

The interest rates of these outstanding certificates range from .65% to a maximum of 1.00% and vary in amounts from \$250,000 to \$253,648. This also protects the interest revenue from market declines in the money market accounts. The general fund currently holds 8 CD's in the amount of \$2,005,427 which is from the tax revenue received from the tax bills due August 15. The Utilities Reserve fund holds 1 CD in the amount of \$251,521. Staggering the investments out provides an on-going steady interest income, which is additional revenue to the City budget. Staggering the maturity dates also helps fund future Payroll and Accounts Payable check runs.

Our current financial institutions hold 71% of our total investments and are providing .15% to 1% interest rates on our money market, savings, and checking accounts. These funds are completely liquid in nature and are available to use on demand. Certificates of Deposit require a penalty in interest; normally one month is forfeited, if they are needed prior to their maturity. Municipalities are allowed to only use Michigan banks for investment purposes.

The U.S. economy created 142,000 jobs in September, a number that missed expectations and could cool expectations that the Federal Reserve will start raising interest rates soon. Unemployment held at 5.1% according to the Labor Department. In addition to the weak headline numbers, wages were flat, indicating little inflationary pressures for the fed.

The recession may be over, but the housing market still bears scars. In 2005, America's homeownership rate was 69.1%. Today, its 63.7%, the lowest level the nation has seen since 1993. The good news for sellers is that demand for housing is back, and prices are continuing to rise. But for buyers-especially first-time ones-inflating price tags are clearly not a positive. Add to rising prices the triple whammy of rapidly rising rents, sluggish wage growth, and high student debt loads, and buying into the American Dream is fairly tough for the younger and lower-earning end of the population.

By many measures the U.S. is in the best shape since the end of the Great Recession. Unemployment is at a seven year low. Inflation-adjusted incomes are up. Consumers are spending more. Car sales are at a 10-year high. Gasoline is pretty cheap. The housing market has perked up after years of malaise. But unease is growing. For all the progress in the past few years, the U.S. is still stuck in the slowest recovery since the end of World War Two. It all began with a stock market selloff at the end of the summer triggered by a slowdown in the giant Chinese economy. The latest dent in the outlook came after the poorest two-month stretch of U.S. job creation in three years. The strong dollar and cheap oil are also keeping inflation well below the 2% mark the Federal Reserve thinks would be more suitable for the economy. Given all these concerns the Fed chose to leave its benchmark interest rate near zero in September. The Fed policymakers' forecast indicated they still expect to bump up the federal funds rate this year for the first time in nearly a decade, with meetings scheduled in October and December. Their projections, however, show they expect to raise it even more gradually over the long-term than they previously signaled.

CITY OF BRIGHTON
 QUARTERLY INVESTMENT REPORT
 AS OF SEPTEMBER 30, 2015

<u>Investment Account</u>	<u>Account Balance</u>	<u>Maturity Date</u>	<u>Current % Interest Rate</u>	<u>Average R.O.R.</u>
TALMER BANK & TRUST-Juvenile Total Talmer Bank & Trust	<u>2,591</u> 2,591	Immediate	0.00%	0.00%
1ST NATIONAL BANK Total 1st National Bank	<u>215,521</u> 215,521	Immediate	0.15%	0.00%
FIRST NATIONAL BANK OF AMERICA Total First National Bank of America	<u>230,683</u> 230,683	Immediate	0.50%	0.01%
FLAGSTAR BANK-Refundable Deposit	501,182	Immediate	0.55%	0.04%
FLAGSTAR BANK-Combined Savings	1,626,708	Immediate	0.55%	0.11%
FLAGSTAR BANK-Flexible Spending	11,644	Immediate	0.35%	0.00%
FLAGSTAR BANK-A/P Checking Total Flagstar Bank	<u>397,745</u> 2,537,279	Immediate	0.40%	0.02%
CHIEF FINANCIAL CREDIT UNION-money market Total Chief Financial Credit Union	<u>1,611,601</u> 1,611,601	Immediate	1.00%	0.21%
HUNTINGTON BANK-money market Total Huntington National Bank	<u>352,789</u> 352,789	Immediate	0.30%	0.01%
INDEPENDENT BANK UTILITY LB-Checking INDEPENDENT BANK UTILITY LB-MM Total Independent Bank	<u>2,864</u> <u>638,849</u> 641,713	Immediate Immediate	0.00% 0.20%	0.00% 0.02%
CD-CRESTMARK BANK	250,000	2/4/2015	0.95%	0.03%
CD-THE STATE BANK	253,648	9/11/2015	0.75%	0.02%
CD-THE PRIVATE BANK & TRUST	250,000	7/1/2016	0.70%	0.02%
CD-STERLING BANK & TRUST	250,000	6/6/2016	0.77%	0.02%
CD-HURON VALLEY STATE BANK	251,779	8/15/2015	0.65%	0.02%
CD-ANN ARBOR STATE BANK	251,521	7/30/2015	1.00%	0.03%
CD-ANN ARBOR STATE BANK	250,000	5/13/2015	1.00%	0.03%
CD-TALMER BANK & TRUST	250,000	6/10/2015	0.70%	0.02%
CD-TALMER BANK & TRUST Total Certificate of Deposits	<u>250,000</u> 2,256,948	5/27/2015	0.70%	0.02%
TOTAL	<u><u>7,849,124</u></u>		11.22%	0.65%
Three Month Treasury Bill Rate*				0.02%
Average Fed Funds Rate**				0.14%
City's Avg. R.O.R. over/(under) the 3-month T-Bill Rate				0.63%
City's Avg. R.O.R. over/(under) the Avg. Fed Funds Rate				0.52%

**CITY OF BRIGHTON
INVESTMENT POLICY
Adopted 10/6/11**

It is the policy of the City of Brighton to invest its public funds in a manner that will provide the highest investment return within the guidelines of maximum security and optimal liquidity while conforming to all State of Michigan statutes governing the investment of public funds.

Scope:

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include the:

- * General Fund
- * Special Revenue Funds
- * Debt Service Funds
- * Capital Project Funds
- * Enterprise Funds
- * Trust & Agency Funds
- * Component Units
- * Any New Fund or Component Unit Created by the City Council, Unless Specifically Exempted

Prudence:

Investments shall be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the City Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The City Treasurer acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's risk or market price changes.

Objective:

The primary objectives, in priority order, of the City's investment activities shall be:

1. **Safety/Diversification** - Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity** - The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

3. Return on Investment - The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority:

The City Treasurer's authority to manage the City's investment program is derived from the City Charter and Ordinances. The City Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, depository agreements and banking service contracts. Such procedures shall include explicit delegation of investment implementation responsibility to the City's designated employees and financial institutions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all investment transactions undertaken and shall establish a system of controls to regulate the activities of the authorized financial institutions to ensure that they are in compliance with this policy.

Ethics and Conflicts of Interest:

All City and financial institution employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. City employees involved in the investment process shall disclose to the City Manager any material financial interests in any financial institution that conducts business with the City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. City employees involved in the investment process shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

Authorized Financial Institutions:

The City Treasurer will maintain a list of financial institutions authorized to provide investment services. No City deposit shall be made except in a qualified financial institution as established by State of Michigan law. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the City Treasurer with audited financial statements and certification of having read the City's investment policy and depository contracts. The Treasurer for all current financial institutions used by the City will conduct a quarterly review of the FDIC Insurance Certification and Financial Report 10. A current audited financial statement is required to be on file for each financial institution in which the City invests.

No City investment should be made in financial institutions with a Bauer Rating of less than 3 stars unless the investment has been backed with collateral to 102% or the Investment is 100% FDIC Insured.

Authorized & Suitable Investments:

Pursuant to the authority granted to the City of Brighton by Act 20 of the Public Acts of 1943 as amended by Act 217 of Public Acts of 1982 and Act 196 of Public Acts of 1997, and the standards established by the City Treasurer, the City approves the following investment instruments for use:

- a. U.S. Treasury securities;
- b. Bonds or other direct short-term obligations of U.S. government agencies and instrumentalities for which principal and interest payments are guaranteed by the U.S. government and are approved for investment purposes by the City Treasurer;
- c. Certificates of deposits at commercial banks, savings and loan associations and credit unions which are members of Federal Insurance programs;
- d. A-1/P-1, A-2/P-2 rated commercial paper secured by an irrevocable line of credit or collateralized by government securities;
- e. Banker's acceptances issued by the ten largest domestic banks, provided the City Treasurer approves collateral;
- f. Repurchase agreements collateralized by U.S. Treasury securities (market to market), with a Master Repurchase Agreement signed with the financial institution;
- g. Money market funds whose portfolios consist of government securities which are legal for direct investment by local units of government in the State of Michigan, with any investments in mutual funds limited to securities whose intention is to maintain a net asset value of \$1 per share;
- h. Government short-term investment trust funds, i.e., investment pool fund (as established by Act 367 of 1982).
- i. Certificate of Deposit Account Registry Service (CDARS)

Maturity:

Surplus monies of the City on deposit with financial institutions, as determined by the City, shall be invested by financial institutions with maturities scheduled to coincide with projected cash flow needs, taking into consideration large routine expenditures (payroll, accounts payable, bond payments) and sizable blocks of anticipated revenue (property taxes, state shared revenue).

Diversification by Institution

Holdings at any given financial institution shall not exceed one percent of the institution's net equity capital.

Safekeeping and Custody:

To protect against potential fraud and embezzlement, all security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. A third party custodian designated by the City Treasurer and evidenced by safekeeping receipts will hold

securities. For purposes of this policy, third party shall be defined as a separate financial institution or a separate and distinct division or department of the same financial institution whose function is safekeeping and/or trust activities.

Internal Control:

The City Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

Performance Standards:

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. The basis to be used by the City Treasurer to determine whether market yields are being achieved shall be the three month U.S. Treasury Bill and the average Federal Funds rate. The City Treasurer is charged with the responsibility of including a market report on investment activity and returns in the City's Comprehensive Annual Financial Report.

Savings Clause:

In the event any state or federal legislation or regulation should further restrict instruments or institutions authorized by this policy, such restrictions shall be deemed to be immediately incorporated in this policy. If new legislation or regulation should liberalize the permitted instruments or institutions, such changes shall be available and included in this policy only after written notification to the City Council.

Reporting:

The Treasurer shall provide the City Council quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the current economic conditions, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the quarterly report should include the following:

1. A listing of individual securities held at the end of the reporting period by authorized investment category.
2. Average life and final maturity of all investments listed.
3. Coupon, discount or earnings rate.
4. Average Treasury Bill Rate and Average Federal Funds Rate
5. Average rate of return on total city portfolio at report date.

Investment Policy Adoption:

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed on an annual basis and any modifications made thereto must be approved by the City Council.

Acknowledgment/Agreement:

I have read and fully understand Act 20 PA 1943, as amended, and the Invest Policy of the City of Brighton. Any investment advice or recommendation given by _____, representing _____, to the City of Brighton shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the City of Brighton. Any existing investment not conforming to the statute or the policy will be disclosed promptly.

By:

Title:

Date:

GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

ASKED: The price at which securities are offered.

BANKERS' ACCEPTANCE (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

BAUER FINANCIAL RATING: An independent bank rating institution, which analyzes the performance of U.S. banks and credit unions since 1983.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a Certificate. Large-denomination CD's are typically negotiable.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SERVICE (CDARS) – An investment similar to a certificate of deposit (CD), however, with CDARS, the municipality would sign one agreement with a participating financial institution, earn one interest rate per maturity, and receive on regular statement. All deposits, even greater than \$250,000, is FDIC insured.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official audited annual financial report. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., Savings & Loan's, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. The Federal Reserve through open-market operations currently pegs this rate.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, Like GNMA (Government National Mortgage Association) was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on rotating bases. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D. C., 12 regional banks and about 5,700 commercial banks that are members of the system.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. The Federal Housing Administration (FHA), Veterans Administration (VA) or Farmers Home Administration (FMHA) mortgages back Ginnie Mae securities. The term “pass-throughs” is often used to describe Ginnie Maes.

IMMEDIATAE FUNDS: Liquid Funds available during the timeframe in which fund balance or working capital is needed to pay demands or claims before the major or significant revenue sources will be received for each respective Fund, as determined by management.

LIQUID FUNDS – Funds that can be converted to cash within 30 days.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and a reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase—reverse repurchase agreements that establishes each party’s rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

OFFER: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the Federal Open Market Committee in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRUDENT PERSON RULE: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state—the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use Repurchase Agreements, it is lending money that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

SURPLUS FUNDS: Liquid or Non-Liquid Funds not immediately needed to pay demands against vendors and other claimants as determined by management.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread along members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

A RESOLUTION ADOPTING AN UPDATED INVESTMENT POLICY FOR THE CITY OF BRIGHTON

WHEREAS, prudent financial management would be well served by the updating of the City's 2002 investment policy by the City Council; and

WHEREAS, the Finance Director has proposed to the City Council an updated policy statement governing the investment of City funds; and

WHEREAS, the Brighton City Council finds the proposed policy changes to be an accurate portrayal of the City Council's objectives and standards as they relate to the City's investments.

NOW, THEREFORE, BE IT RESOLVED by the Brighton City Council as follows:

1. The attached policy statement entitled "Investment Policy" is hereby adopted.
2. Management is hereby directed to implement said policy.

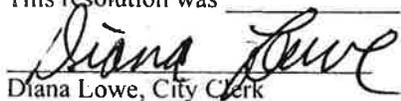
AYES: Schillinger, Cooper, Bohn, Bandkau, Muzzin, Roblee, Pipoly

NAYS: none

ABSTAIN: none

ABSENT: none

This resolution was approved this 6th day of October, 2011.


 Diana Lowe, City Clerk

I, Diana Lowe, City Clerk, for the City of Brighton for hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council at the Regular Meeting held on October 6, 2011.

Diana Lowe, City Clerk

FINANCE POLICY REPORT

Consider a Request from the Brighton Area Schools to Collect their Operating Property Taxes (non-principal residence) on the City's Summer 2016 Tax Bills

November 19, 2015

Prepared by:

Reviewed by:

Kelly Hanna
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider a Request from the Brighton Area Schools to collect their operating property taxes on the City's Summer 2016 Tax Bills.

STAFF RECOMMENDATION:

It is staff's recommendation to approve the attached request from the Brighton Area Schools (BAS) to collect their (non-principal residence) operating property taxes on the City's Summer 2016 Tax Bills, per the terms and conditions of the attached contractual agreement between the City and Schools.

BACKGROUND:

State law allows for the City to charge a fee for the collection of school taxes in the summer to recoup the treasury and assessing costs associated with providing this service. It has been determined and agreed to that \$3.00 per parcel is an acceptable fee for this service

BUDGET IMPACT:

Of the approximate 3,600 taxable parcels, there are approximately 1,350 non-principal residence parcels (real & personal) in the City, which at \$3.00 per parcel will generate \$4,050 of revenue for the City's General Fund in FY 2016-17, which will be reflected in the proposed FY 2016-17 budget.

RELATIONSHIP TO GOALS:

Related to the City's Previous Goal of Responding to Formal Service Requests through Regional Cooperation.

ACTION/MOTION:

Motion to approve the attached Agreement for Collection of Summer School Property Taxes.

October 28, 2015



Treasurer
City of Brighton
200 N First Street
Brighton, MI 48116

Dear Treasurer:

Enclosed is the agreement for collection of summer school property taxes of the Board of Education of Brighton Area Schools, Livingston County, Michigan, whereby the Board, pursuant to statute, has determined to impose a summer property tax levy in 2016 of all annual school district operating property taxes.

The Board of Education requests that the City to collect the district's summer school operating property taxes. The district is willing to enter into the same collection expense agreement for 2016, please sign and return the enclosed copy. If the City will not agree to collect the district's summer tax levy, please notify the Board of Education so other arrangements may be made as the district may agree to have the levy collected by the County Treasurer or collect the taxes itself.

Sincerely,

A handwritten signature in black ink that reads 'Maria A. Gistingher'. The signature is written in a cursive style.

Maria A. Gistingher, PhD, CPA
Assistant Superintendent of Finance

Enclosures

Brighton Area Schools (the "District")

A regular meeting of the Board of Education (the "Board") of the District was held in the Becc Boardem, 125 S. Church, in the District, on the 26 day of October, 2015, at 7 o'clock in the p.m.

The meeting was called to order by Jay Krause, President.

Present: Members Jay Krause, Dave Chesney, Ken Stahl, Beth Minert, Bill Trombley, John Conely

Absent: Members Andy Burchfield

The following preamble and resolution were offered by Member Chesney and supported by Member Stahl:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, upon property located within the school district and continuing from year to year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2016 its previously adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, upon property located within the District and continuing from year to year until specifically revoked by this Board and requests each city and/or township in which this District is located to collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2016 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2016.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of this District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.



4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

6 Ayes: Members Jay Krause, Dave Chesney, Ken Stahl, Beth Minert,
Nays: Members Bill Trombley, John Conely, 1 - Absent Burchfield

Motion declared adopted.

yes

Elizabeth A. Minert
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Brighton Area Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on October 26, 2015, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Elizabeth A. Minert
Secretary, Board of Education

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

AGREEMENT made this _____ by and between Brighton Area Schools, with offices located at 125 S. Church St., Brighton, MI 48116 (hereinafter "School District") and _____ with offices located at _____ (hereinafter "City"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the City of a Summer levy of School District property taxes for the year 2016.

The parties agree as follows:

1. The City agrees to collect 100% of the total school non-homestead operating property taxes as certified by the School District for levy on July 1, 2016 on property located within the City. Interest earned on said taxes will be retained by the City.
2. The School District agrees to pay the City costs of assessment and collection as follows:

\$ 3.00 per parcel

It is understood that the tax rate as spread by the City would also reflect the sum of 100% of the taxes of the Livingston Education Service Agency.

3. No later than May 31, 2016 the School District shall certify to the City Supervisor the school millage to be levied on property for summer collection in 2016.
4. The City Treasurer shall account for and deliver summer school tax collections as follows:
 - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1st and 15th of each month via electronic transfer (wire transfer, ACH, etc.)

SCHOOL DISTRICT

Signature authorized by Board
of Education Resolution of
_____, 2015

President

Secretary

CITY

Signature authorized by Board
of Trustees Resolution of
_____, 2015

Supervisor

Treasurer

POLICY REPORT

**CONSIDERATION OF RENEWING THE AUDIT CONTRACT WITH
PLANTE & MORAN**

November 19, 2015

Prepared by:

Reviewed by:

Kelly Hanna, Finance Director

Dana Foster, City Manager

ISSUE:

Consideration of renewing the Audit Contract with Plante & Moran.

STAFF RECOMMENDATION:

It is the recommendation of staff that the City Council adopt a motion to renew a five year Audit Contract with Plante & Moran.

BACKGROUND:

The City's auditing contract with Plante & Moran expired as of the completion of the audit for fiscal year 2014-15. Previously, the City Attorney opined that professional services such as auditing services are not required to be bid.

The American Institute of Certified Public Accountants (AICPA), a voluntary national organization of more than 400,000 CPA's, establishes standards and rules to guide CPA's in their conduct of professional services. One of their Generally Accepted Auditing Standards states that in all matters relating to the assignment, an *independence in mental attitude* is to be maintained by the auditor or auditors. CPA's are regulated in various ways through the AICPA, including "peer reviews". However, for the most part, they maintain their independence through the implementation of the AICPA Quality Control Standards, which includes among other elements the management of their personnel. The basic objective of auditor personnel management is (1) to provide reasonable assurance that those hired possess appropriate characteristics to perform competently, (2) work is assigned to those with appropriate technical training and proficiency, (3) personnel participate in appropriate continuing education and other professional development activities, and (4) personnel selected for advancement have necessary qualifications.

The professional on-site staff of Plante & Moran on the City's audit includes

1. A Partner of their firm, whose main responsibilities includes discussing with the City the objectives and scope of the audit work, resolving issues that may arise as to how items are to be presented in the financial statements,

and attending City meetings to present the auditors' report and answer questions regarding the financial statements. Other responsibilities of the Partner include recruiting new staff members, general supervision of the professional staff, reviewing audit work papers, and signing the audit reports. Plante & Moran has retained the same audit Partner on the City's account for a number of years due to the Partner's experience in governmental auditing. In addition, Plante & Moran has rotated the primary partner responsibilities three years ago, thus bringing a fresh-look to the audit and a fresh set of eyes to look at our records.

2. A Manager who is responsible for supervising the audit engagement, reviewing the audit work papers and discussing with the audit staff and City staff any accounting and auditing problems that may arise during the engagement. The Manager is responsible for determining the audit procedures applicable to the City audit and for maintaining uniform standards of fieldwork. The Manager in charge of the City's audit has fulfilled that role for approximately five years.
3. A Senior Auditor who assumes the responsibility for planning and conducting the audit and drafting the audit report, subject to review and approval by the Manager and Partner. In conducting the audit, the Senior Auditor will delegate many audit tasks to Assistants based on each Assistant's ability to perform particular phases of the work. Historically, Senior Auditors on the City's audit have fulfilled that role for 2 –3 years.
4. A Staff Assistant who is assigned a variety of assignments and tasks pertaining to the audit. Historically, Staff Assistants on the City's audit have fulfilled that role for 1 –2 years.

In addition to the above on-site staff, Plante & Moran has a standards department that does an overall review of the team's work. This not only provides assurance that all new standards have been met, but also provides a fresh look at the audit (fresh every year, as they normally have a different person review each year).

It is our belief that Plante & Moran has provided outstanding professional municipal auditing services to the City of Brighton over the past years. Therefore, we have asked Plante & Moran to provide the City an offer of renewal on the recently expired contract for auditing services. Plante & Moran's offer includes a five year contract renewal with a 2.75% for 2016 and 1% thereafter. In total, this is less than the 2% increase included in the latest six year forecast. The contract in total over the five year period is \$4,500 less than the last six-year forecast.

The renewal of the Audit Contract with Plante & Moran will prevent the need for valuable staff time to be committed to an RFP process. Furthermore, due to the City's long-standing professional relationship with Plante & Moran, the audit process has evolved into a streamlined efficient system, whereby staff time is

productive in preparing for each annual financial audit. A change in Auditors would result in a less efficient and less productive process (at least in the first couple years) as the City and the Audit firm flatten out the collective learning curve. With the loss of staffing in the Finance Department over the last 5 years, a change in auditing staff would be difficult for the department.

BUDGET IMPACT:

The above contract renewal would first impact FY2016-17.

ACTION/MOTION:

Motion to accept the enclosed proposal for audit arrangements with Plante & Moran as recommended by staff for Fiscal years ended June 30, 2016 through 2020.

November 19, 2015

Mr. Dana Foster
City of Brighton
200 North First Street
Brighton, MI 48116

Dear Dana:

I am pleased to send this letter confirming our discussions related to the audit arrangements with the City of Brighton for the fiscal years ended June 30, 2016 through 2020.

As you are aware, the next five years will be incredibly challenging for the accounting teams of local government units. The City of Brighton will be implementing GASB statements 72, 74, and 75 which will address a variety of concepts from fair value accounting to new other postemployment benefits accounting. Furthermore, the City of Brighton will continue the transition to the Uniform Grant Guidance related to federal grant awards received and it will be imperative for the City to continue to assess its current practices and policies to ensure that the City conforms with the new guidance. Because we work with over 350 government units in Michigan alone, we are deeply involved in understanding these new rules and helping communities like Brighton understand the challenges and opportunities that go along with them. As in the past, we will continue to work one-on-one with your team to help prepare for these accounting changes. But in addition to that, your team will continue to have access to free trainings that we offer to our clients, such as the latest session on the Uniform Grant Guidance that will be held on November 18th. Our value is not just in our audits, but even more so in the ways we assist the City by anticipating the unknown, and preparing for the "new and different".

We are pleased to provide the following pricing for the fiscal years ended June 30, 2016 through 2020:

- June 30, 2016 - \$64,835
- June 30, 2017 - \$65,480
- June 30, 2018 - \$66,135
- June 30, 2019 - \$66,800
- June 30, 2020 - \$67,470

This arrangement reflects an increase of 2.75% for 2016, and 1% for 2017 through 2020. While the accounting world continues to become more complex, we are proud of our firm's efforts to continue to find efficiencies through increased technology and innovations so that we can remain cost efficient for our communities.

If you have any thoughts or questions, please do not hesitate to contact me at (248) 223-3662.

Yours truly,



Martin J. Olejnik

FINANCE POLICY REPORT

Consider rejoining the Southeast Michigan Council of Governments (SEMCOG)

November 19, 2015

Prepared by:

Reviewed by:

Kelly Hanna
Finance Director

Dana William Foster
City Manager

ISSUE:

Consider rejoining the Southeast Michigan Council of Governments (SEMCOG)

STAFF RECOMMENDATION:

It is staff's recommendation to approve the attached Intergovernmental Agreement with SEMCOG and assign a delegate and an alternate delegate

BACKGROUND:

The City of Brighton previously was a member of the Southeast Michigan Council of Governments for many years. During the economic downturn, the City decided to discontinue membership with SEMCOG as one of many budget cuts. The last year of membership for the City of Brighton was FY2010/11. SEMCOG engages members and other regional stakeholders in directing regional plans and policies and recommending positions on state and federal legislative and regulatory proposals. SEMCOG also provides a wealth of data that the City of Brighton uses on a regular basis for the Budget document. SEMCOG was also used as a resource recently in preparing the recruitment materials for the City Manager position. SEMCOG has a website of membership benefits, click [here](#) for the link.

BUDGET IMPACT:

The annual membership fee of \$1,176 for FY15/16 is budget neutral. There is a savings in the General Fund from the City Manager's conference and workshop that will not be used this fiscal year.

ACTION/MOTION:

Motion to approve the SEMCOG Intergovernmental Agreement.

SEMCOG Intergovernmental Agreement

Send to:
SEMCOG
ATTN: Membership
1001 Woodward Avenue, Ste. 1400
Detroit, MI 48226
communications@semcog.org

(Please return within two weeks of voting to join SEMCOG)

WHEREAS, SEMCOG, the Southeast Michigan Council of Governments, has organized and has adopted Bylaws; and

WHEREAS, the _____ recognizes the benefits it may receive and
(Governmental body)
the benefits that it may confer in voluntarily consulting with other units of local government in Southeast Michigan as to policies, problems, and plans that are of mutual interest and concern.

The _____ has voted to join SEMCOG on _____.
(Governmental body) **(Date)**

Pursuant to this action, the following official representatives to SEMCOG, the Southeast Michigan Council of Governments has been designated:

DELEGATE: (the delegate must be an elected official)

Name: _____ Title: _____

Preferred E-mail: _____
(Please note: E-mail is our primary form of communication)

Preferred Mailing Address: _____

Phone: (include as many as you like)

Business/Office: _____

Home: _____

Mobile/Text: _____

SEMCOG Intergovernmental Agreement
(continued)

ALTERNATE: (the alternate may be an elected official, staff, or individual selected by the member)

Name: _____ Title: _____

Preferred E-mail: _____

(Please note e-mail is our primary form of communication)

Preferred Mailing Address: _____

Phone:(include as many as you like)

Business/Office: _____

Home: _____

Mobile/Text: _____

Completed by _____ Date: _____
(Name and Title)

Note regarding membership fees

Membership fees shall be due and payable annually. A SEMCOG member may pay its membership fees either on the first day of the month following the anniversary date of its membership or on a date corresponding to the beginning of its fiscal year. Should you choose to pay dues on a date other than the first day of the month following your date of membership, an appropriate proation shall be made of the membership fees.

**POLICY REPORT
OFFICER'S COMPENSATION COMMISSION RECOMMENDATIONS**

November 12, 2015

Prepared by:

Reviewed by:

Jennifer Burke
Human Resources Director/Deputy City Clerk

Dana W. Foster
City Manager

ISSUE:

To consider approval of the 2016 per diems as recommended by the Officer's Compensation Commission.

STAFF RECOMMENDATION:

Staff concurs with the Officer's Compensation Commission recommendation.

BACKGROUND:

At its meeting of November 10, 2015, the Officer's Compensation Commission reviewed current per diems and those of surrounding municipalities and recommended to increase the City Council per diem rate from \$52.50 to \$70.00 (an increase of \$17.50). It was the consensus of the Commission that all other per diems would remain the same, with no other changes.

The Per Diems are as follows:

City Council: \$70/meeting **(In FY 9/10 City Council approved as part of the budget, to reduce the per diem rates from \$90 to \$70. In FY 11/12 City Council approved as part of the budget, to reduce the per diem to \$52.50 resulting in an additional 25% reduction).**

City Council/Special/Sub-committee Meetings: \$50/meeting

Planning Commission: \$75/meeting

Zoning Board of Appeals: \$75/meeting

Board of Review: \$80/meeting

Mayor: \$1,500/year

For additional background information, please refer to the attached meeting minutes.

BUDGET IMPACT: N/A

RELATIONSHIP TO 2013/2014 GOALS: N/A

COUNCIL ACTION:

1. To approve the 2016 per diems as recommended by the Officer's Compensation Commission.

Attachments:

1. November 10, 2015 Officer's Compensation Commission Meeting Minutes

**MINUTES OF THE REGULAR MEETING OF THE OFFICERS COMPENSATION
COMMISSION OF TUESDAY, NOVEMBER 10, 2015 IN THE COUNCIL CHAMBERS OF THE
CITY OF BRIGHTON, 200 N. FIRST STREET, BRIGHTON, MICHIGAN 48116 AT 5:00 P.M.**

Present were Commissioners Lawrence, Scoble, Jones and Pettengill. Also present were Human Resources Director/Deputy City Clerk Jennifer Burke.

Human Resources Director/Deputy City Clerk Burke made a call to the public at 5:02 p.m. Hearing None. The Call to the Public was closed.

Human Resources Director Burke stated that prior to FY 09/10 the City Council per diem rate was \$90 and in FY 09/10 City Council approved as part of the budget to reduce their per diems from \$90 to \$70. In FY 11/12 City Council approved as part of the budget to reduce the per diems to \$52.50, resulting in an additional 25% reduction.

Discussion took place amongst the Commission regarding per diems, current budget and whether staff members have received pay increases. Human Resources Director stated that all City Employees have received pay raises over the last two years. Commission Members agreed to change the City Council per diem rate to \$70/meeting (an increase of \$17.50).

Commissioner Lawrence motioned to increase the City Council per diem to \$70 per meeting and all other per diems to remain as is with no other changes. Supported by Commissioner Pettengill. All those in favor, passed 4/0 vote.

The Per Diems are as follows:

City Council: \$70/meeting
City Council/Special/Sub-committee Meetings: \$50/meeting
Planning Commission: \$75/meeting
Zoning Board of Appeals: \$75/meeting
Board of Review: \$80/meeting
Mayor: \$1,500/year

Human Resources Director Burke stated the recommendation would be taken to the November 19, 2015 City Council meeting for approval.

There being no further business, it was moved by Commissioner Lawrence, supported by Commissioner Jones to adjourn the meeting at 5:10 p.m. Motion passed.

Jennifer Burke
Human Resources Director/Deputy City Clerk

Kate Lawrence
Chairperson